



County of Mono

Position Opening

Filing Deadline: In County

10 days
9/22 – 10/6/2010

Fiscal & Technical Specialist I/II

Mental Health Department – Mammoth Lakes

Salary

Range 51: \$2,908 – 3,534
Range 55: \$3,210 – 3,903

Mono County is accepting applications for a Fiscal and Technical Specialist I/II position now open in the Mental Health Department located in Mammoth Lakes. This recruitment is to fill the vacancy and to create a list for future vacancies in the County. **The position is funded 100% with grant dollars. This position continues as long as the funding continues.**

Definition: Under supervision, performs a variety of office support for the Mental Health Department, data entry and file management, statistical and specialized technical work.

Example of Duties (not limited to): Keep a variety of financial, statistical, or other specialized records; maintain a variety of office files and records with minimum supervision while learning more complex tasks; operate office equipment, and personal computer, using word processing, spreadsheets, imaging system and specialized software. Maintains department confidentiality. In addition, typical duties include:

- Follows oral and written directions
- Files, copies, and assembles reports and documents as required
- Assist with maintaining front office, assisting individuals at the front counter, answering phones, maintaining office machines, etc.
- Demonstrates good language and communication skills
- Provides accurate information to the public, other agencies and staff members in a prompt, courteous and tactful manner
- Establishes and maintains cooperative working relationships with department staff and others
- May be responsible for receipting monies as well as transcription
- Interprets and applies policies and procedures of the Department and work unit where assigned
- Ability to utilize automated data processing systems (excel and word) and county specific systems and other office equipment at an acceptable speed to meet production requirements
- Desirable: Use both Spanish and English effectively to communicate in person, over the telephone.

Knowledge and Ability Requirements: Knowledge of: Microsoft applications, phone skills, organizational skills and basic math skills. Ability to: multitask, communicate effectively with personnel from all levels and various agencies both on the phone and in person, organize meetings and conferences, learn new concepts and computer systems, be part of a productive team, create written documentation with proper grammar and spelling, maintain a positive attitude, attention to detail, creative problem solver.

Typical Working Conditions and Physical Requirements: Work is performed in an office and community environment and there is frequent contact with staff and the public. This position requires sitting for extended periods of time, frequently standing, walking, kneeling, crouching, and some lifting. Normal manual dexterity and hand eye coordination, corrected hearing and vision to normal range, good verbal communication skills, and the ability to operate office equipment such as computer, telephones, calculators, copiers, fax machines.

Minimum Qualifications: Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities might be: one (1) year of experience equivalent to that of an Office Assistant I. Applicant must possess a valid driver's license by the date of hire. The ideal candidate will possess a good functional knowledge of Microsoft based products and be highly organized.

Selection Process: The selection process may include any of the following: application review, a written test (pass/fail) a performance test, and/or an oral interview (weighted 100%).

Application Process: For job description and application please contact the County Administrative Office at **760.932.5412**. **Please indicate which position for which you are applying.** Applicants may fax applications to: **760.932.5411**; however the original application must be mailed. **All completed County applications** received in our office will be considered.

County of Mono

County Administrative Office/Hr

P.O. Box 696 – Bridgeport, California 93517, hr@mono.ca.gov

(760) 932-5412, Fax: (760) 932-5411, www.monocounty.ca.gov

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